



**DEVELOPMENTAL DISABILITIES PLANNING COUNCIL  
MINUTES**

**Draft Not for Dissemination**

March 22, 2010

10:00 a.m. – 2:00 p.m.

Arizona Department of Administration – Third Floor Conference Room  
100 North 15th Avenue  
Phoenix, Arizona 85007

A meeting of the Developmental Disabilities Planning Council (DDPC) was convened on March 22, 2010 at the Arizona Department of Administration, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

<b>Members Present</b>	
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Stephen W. Tully, Chair	Greg Devorce
Karla Phillips, Vice-Chair	John Eckhardt
John Black	Joyce Millard-Hoie
Barbara Brent	Will Humble
Richard Carroll	Tim Martin
Collette Chapman	Ed Myers- Via Teleconference
Leslie Cohen	Charles Ryan
Monica Cooper	Elmer Saufkie
David Copins	Rhonda Webb
David Cutty	

<b>Staff/Guests Present</b>	<b>Members Absent</b>
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Larry Clausen, Executive Director	Susie Cannata
Roberta Blyth	Asim Varma
Marcella Crane	
Ashley Starr	

**A. Call to Order:**

Chairperson Tully welcomed everyone to the Developmental Disabilities Planning Council (DDPC or Council) meeting. Chairperson Tully makes an introduction, and welcomes Larry Clausen as the Executive Director of the DDPC.

Each meeting introductions of each member will be made to include titles, and any conflicts of interest of the current agenda.

- **Conflicts of Interest:**

- The following Council Members will abstain from the Legislative Standing Committee: Barbara Brent, and Collette Chapman
- The following Council Members will abstain from the Grants Standing Committee: David Cutty

## **B. Approval of Minutes**

- **January 25, 2010:**
  - **John Black motions**
  - **Barbara Brent seconds motion**
  - **Motion carries**
- **December 7, 2009:**
  - **David Cutty motions**
  - **Leslie Cohen seconds motion**
  - **Motion carries**

## **C. Report from Larry Clausen, Executive Director:**

- **“One Community” Logo-** The DDPC will begin utilizing the “One Community” logo based on Council approval. Chairperson Tully made the recommendation to ensure copyright law compliance. Council staff will report to the full Council regarding findings. Will Humble suggested the Council look into incorporating our “One Community” logo into a future web address for example: [oncommunity.org](http://oncommunity.org)
- **Public Request for Copied Information-** DDPC staff will begin research of fee schedules that may be affiliated with public requests for information.
- **Financial Scholarships-** The Grants Standing Committee will have an opportunity to provide information to the full Council to avoid public awareness, and to ensure there is no favoritism.
- **Five Year State Plan Survey-** Compilations of the feedback provided from the Survey Monkey Five Year State Plan Survey will be provided to the Council prior to the DDPC recommendation to the Federal Government by the end of April so we may have the opportunity to Request for Proposal. The Council Members will pass along the survey link and information to an accurate and wide scope may be completed.
- **Council Meal Approval-** Meal Approval was provided based on the guidelines of reimbursement according to State rules. Shortening the time of Council meetings and/or changes to the times of the meetings would eliminate the cost of food from the budget. No decision was made.
- **Inventory/Surplus-** The DDPC staff sent salvageable items, and surplus items to DES Surplus. An inventory of all surplus items is available at the DDPC office.
- **Legal Counsel-** The DDPC staff is establishing a service agreement through the Attorney Generals office. Once a response has been received we will move forward with a request for proposal.
- **Lease Options, Relocation-** Relocation options are being researched to relocate the DDPC to the capital mall area. Our goal is to decrease expenses, and to make our office more accessible to the public and to people with disabilities.
- **Developmental Disabilities Independent Program Evaluation (DDPIE)-** The DDPC request a waiver of participation of an extension. The request has not been approved at this time. DDPIE is scheduled for June, 2010. Members attending the Disability Policy Seminar in June will inquire of their plan.
- **Disability Policy Seminar, Washington, D.C.-** This event is sponsored by the NACDD, to gather members together to discuss trends, themes, and actions in the home states. June 14<sup>th</sup> is scheduled to be a “day at the Hill”. Members will be meeting with congress staff according to availability. Members scheduled for travel/attendance: Larry Clausen, David Cutty, and Tim Martin.
- **Sub-Committee Composition-** Assignment to Committees has been established. A handout was provided to all Council Members to include assignments.

- **2008 and 2009 Annual Report-** The 2008 Annual Report published by the previous Council, the Governors Council of Developmental Disabilities (GCDD), will be posted to the web site. The DDPC staff will create a 2009 report based on the Program Performance Report submitted to the NACDD.

#### **D. Bylaws Ad-Hoc Committee-**

- **Ed Myers provides an overview of the draft Bylaws:**
  - Leslie Cohen motions to approve pending changes to page 3, under structure a. change to the name, also included the reference to Procurement Code.
  - Chairperson Tully approve with change, and approve amendment at the next full Council meeting.
  - Leslie Cohen motion withdrawn.

Agenda item moved. Item will be up for discussion/vote next Council meeting.

#### **Lunch**

A short break for Council members and public members was provided. Lunch was served during the meeting for Council members. The meeting resumed upon all members receiving the provided lunch.

#### **E. Legislative Sub-Committee-**

##### **Leslie Cohen-**

Leslie will work with staff to prepare documentation to post to the web.

#### **F. Think Beyond the Label, Employment Campaign**

Dara Johnson, Project Director of the Arizona Employment and Disability Partnership, AHCCCS. Think Beyond the Label is a National Campaign, encouraging employers of small and medium size companies to employ people with disabilities. This campaign is designed to raise awareness. [www.thinkbeyondthelabel.com](http://www.thinkbeyondthelabel.com)

#### **G. Fiscal Update**

- **Budget/Expenditure Update-** Presentation of the adjust budget/expenditure amount due to unemployment payments/ deductions. The 2010 estimated administrative funds have been updated due to the increase in funding, and final award amount.
- **In-Kind Match-** The DDPC requires a twenty five percent match on services, with DES matching a smaller percentage. To maximize the match potential a request of Council Members individual hourly worth was requested.
- **Personal Care Attendant Draft Policy-** Reimbursement will be made to the Council Member directly. The Member will then make payment to their chosen attendant.
- **DES/Financial Services Administration Update-** DDPC staff met with DES to make introductions and discuss the relationship between the two agencies. DES is completely supportive of council activities, and will be attending council meetings in the future.

#### **H. Contracts/Procurement Update**

- **Domestic Violence Grant Update-** After research, and communication with other state agencies, there was no interest found in applying for this grant, or in collaborating. No proposals submitted. Future opportunities will continue to be brought to the attention of the Council.

**I. Business Updates and News**

Monica Cooper- Presented a handout to Council members, and the public in regards to an Arizona Foundation for the Handicap (AFH) fund raising event.

The May 21<sup>st</sup> meeting will be canceled. An email notification will be sent out to the full Council and web posts will be updated.

**J. Call to the Public-**

No public comment

**K. Adjournment**

Leslie Cohen moves to adjourn. Richard Carroll, seconds the movement to adjourn, the Council Majority voted in favor. Meeting adjourned.

Dated the 22<sup>th</sup> Day of March, 2010  
Developmental Disabilities Planning Council